

TITLE:**INSTRUCTIONS TO DEPARTMENT RADIATION DOSIMETRY CONTACTS**

1.0 Introduction

1.1 Purpose

Each department has a designated contact to receive radiation dosimeters for the entire department. These instructions are for the department contacts.

1.2 Scope

Emory employees who have the potential to be exposed to more than 10% of annual radiation exposure limits are required to wear radiation dosimeters. The purpose is to monitor radiation dose received by the employee. If you are not sure whether an individual employee needs a radiation dosimeter, please contact Radiation Safety

1.3 Responsibilities

All new faculty and staff who require dosimeters must complete a Radiation Monitoring History Form on REDCap at <http://bit.ly/RadMonitoring>. They must also receive appropriate radiation safety training. Please see the EHSO Training Courses and Codes page at <http://ehso.emory.edu/training/courses.html> or consult with Radiation Safety for the appropriate courses for your department. If online training is not available, Radiation Safety can conduct inservice training or distribute training material to new employees.

1.4 Dosimeter Issuance and Exchange

- Each department is assigned a series code from Landauer. Either FedEx or Radiation Safety will deliver all dosimeters for the series code to the department contact.
- Accompanying each shipment of dosimeters will be one or more marked “control” dosimeters to measure background radiation. Please store the control dosimeters well away from any radiation sources. Take care never to give a control dosimeter to an employee.
- Report missing dosimeters, employees who have left the department, or employees no longer requiring dosimeters to Radiation Safety. If an employee has not received a printed dosimeter within two months of getting a spare dosimeter, please let Radiation Safety know.
- Please help make sure that all employees exchange their dosimeters in a timely fashion. Each employee is responsible for wearing the dosimeter(s) correctly and exchanging them on time. Late and unused dosimeters are tracked in the Landauer system. Radiation Safety will notify employees by email when dosimeters are not turned in on time.

1.5 Dosimeter Collection and Return

- Please collect the previous monthly or quarterly dosimeters, used and unused, by the tenth of the month following receipt of the new dosimeters. Include any

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control dosimeters. Landauer will treat any dosimeters still in wrappers (except controls) as unused and will not process them.

- There are several ways of returning dosimeters. Radiation Safety can pick up the dosimeters directly from the departments in the main hospitals and clinics (EUH, EUHM, TEC, EUHWW, EUOSH, EOSC, and ERH). Departmental contacts at smaller clinics and remote locations can forward their dosimeters to their departments at other hospitals, return their dosimeters to EHSO for shipping, or mail them directly back to Landauer. Please consult with Radiation Safety for the best way to return dosimeters.

1.6 Dosimeter Reports

- Landauer electronically issues radiation exposure reports for all the employees in a series code on a monthly or quarterly basis, depending on how often dosimeters are issued. Radiation Safety maintains the official signed dosimetry reports. Duplicate reports are available on a Box folder for each series code, organized by report date. Radiation Safety will forward the Box folder links to the departmental contacts.
- Please ask your staff to review the reports periodically (staff meetings are a great time to do this).
- Each employee will receive an annual radiation exposure report via email. Radiation Safety may request contact information for any employees who have left Emory.
- Radiation Safety maintains the permanent radiation exposure history for each employee.
- Please direct any questions or concerns to Radiation Safety

1.7 Training Requirements

All employees who are issued radiation dosimeters must complete annual Radiation Safety Training. Please see the EHSO Training Courses and Codes page at <http://ehso.emory.edu/training/courses.html> or consult with Radiation Safety for the appropriate courses for your department. If online training is not available, Radiation Safety can conduct inservice training or distribute training material to new employees.

1.8 Pregnant Employees

Please see the [Emory University Policy on Radiation and Pregnancy](#). A pregnancy declaration must be made in writing, which can be done in consultation with Radiation Safety. Such declarations are voluntary. Please ask your employees to contact Radiation Safety directly to schedule a consultation. We will meet with the employee and provide the required information and review past exposure history.

TITLE:

INSTRUCTIONS TO DEPARTMENT RADIATION DOSIMETRY CONTACTS**1.9 Fellows and Residents**

If your department has fellows and residents starting on July 1, please provide names, dates of birth, Emory email addresses, and Employee IDs for incoming fellows and residents to Radiation Safety **no later than May 31**. Please ask incoming fellows and residents to complete the Radiation Monitoring History Form on REDCap at <http://bit.ly/RadMonitoring> as early as possible so that Radiation Safety can request their exposure history as necessary. Please arrange for training inservice or orientation, or provide links to online radiation safety courses. Please consult with Radiation Safety to determine appropriate courses.

1.10 Transfer or Discontinuation of Dosimeters

Please contact Radiation Safety with any requests to transfer or discontinue dosimeters. [A form is available on the EHSO website](#). You can also email Radiation Safety with any requests. Canceled badges may be delivered for another month depending on the cancellation date, simply return them unused.

1.11 Contact Information

Emory University Environmental Health and Safety Office
Radiation Safety
1762 Clifton Rd NE, Suite 1200
Atlanta, GA 30322
404-727-5922
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